

## ENTRY LEVEL

### Career Opportunity Bulletin

## ACCOUNTING ASSOCIATE I

Code: 650200

Pay Grade: 11 (\$11.78 - 16.50/hr.)

**Open for Recruitment:** June 13, 2013 - Until Canceled

### JOB DESCRIPTION

This entry level position provides support by applying bookkeeping principles and knowledge of accounting terminology to maintain specialized accounting and financial records. As an employee in this position you will utilize independent judgment and gain skills in handling exceptions to established work assignments, priorities and schedules.

#### Typical Duties:

- Creates spreadsheets and performs data management.
- Establishes computerized and/or manual filing systems.
- Examines documents/information, determines facts, detects errors and irregularities, and takes action as authorized.
- Resolves bookkeeping problems on specialized accounts and financial records.
- Corresponds orally and/or in writing with the public to receive/supply information and/or adjust complaints.
- Queries for data via telephone, computer, and/or written/oral communication.
- May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work.

### MINIMUM REQUIREMENTS

In order to qualify you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of bookkeeping principles and practices necessary to perform complex work in maintaining specialized accounting and financial records, and 2) the ability to use independent judgment in handling exceptions to established work assignments.

**Value of State-paid Dental Insurance: \$13.69 biweekly**

#### Value\* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

**Value of State's share of Employee's Retirement: 11.54% of pay.**



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### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*